

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY
PERMITTING AND COMPLIANCE DIVISION
WASTE MANAGEMENT SECTION
PO BOX 200901
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TO: Prospective Applicants for a Class II Transfer Station Solid Waste Management System License

The enclosed checklist and application is for anyone wishing to apply for a solid waste management system license for a Class II transfer station. Please number or label the attachments or enclosures you have included with your application form and note those which are included. Remember to return the checklist with your application.

Facilities licensed as Class II transfer stations can have a combination of structures, machinery, or devices, where Group II and III wastes are taken from collection vehicles (public, commercial, or private) and placed in other transportation units for movement to another solid waste management facility [Administrative Rules of Montana 17.50.404(27)]. There are two sizes of transfer stations: those that accept more than 10,000 tons/year, and those that accept less than 10,000 tons/year.

The licensing of a solid waste management system is not a quick and easy process. Be prepared for this process to take as long as a year to work through the various stages involved. The Department will review the application to insure that it is complete. **Unless all the needed enclosures are included, it is unlikely that your application for a license will be considered complete.** If additional information is required, the Department will notify the applicant with a **Request for More Information** letter that will specify what additional information is required.

Within **15 days** after receipt of the completed application, the Department shall notify in writing the local health officer in the county where the proposed solid waste management system will be located. Once the license review process has been completed, the Department will then prepare an Environmental Assessment (EA) pursuant to ARM 17.4.607. An EA is a written analysis of a proposed action to determine whether an Environmental Impact Statement (EIS) is required and to determine whether or not the action may have a significant impact on the human and natural environment. Next, a public notice will be prepared to notify the public of the required 30-day comment period on the application and the EA. It shall be circulated in the following manner: one copy to the applicant, and three copies to the public health officer along with instructions that they be posted at the nearest post office and two other public buildings serving the geographical area of the proposed system. At least one news release shall be prepared and sent by the Department to an area newspaper.

The Department is required to accept comments from the public for a period of **30 days** following the public notice and the completion of the EA, this allows concerned parties the chance to comment on the proposed project. A public meeting or hearing may also be held during the public comment period in order to discuss the project with the public and get their comments. Comments received are reviewed and a final decision is made as to whether the project is to be licensed or denied, or additional information is required in order to respond to comments.

If the Department decides to grant a license, it would be sent to the county's health officer for validation. The health officer in the county where the proposed facility will be located must validate it. For this reason, it is important for the applicant to keep the local health authorities informed during the licensing process and to provide them copies of the application materials.

If you have any questions or comments, please contact us.

CLASS II TRANSFER STATION CHECKLIST *

- 1) Copy of lease or rental agreement (if necessary, from item #4).
- 2) Detailed plan and map of site (from item #5).
- 3) Class III landfill/burn site operation and maintenance plan (if necessary, from item #6).
- 4) Drainage control plan (from item #8).
- 5) Hydrogeological and soil information (from item #10).
- 6) Facility operation and maintenance plan (from item #11).
- 7) Salvaging, reuse, or recycling plans (if necessary, from item #12).
- 8) Composting registration (if necessary, from item #13).
- 9) Location map with structure dimensions elevations, and floor plans (from item #14).
- 10) Design details of drainage, septic, and water supply systems (from item #15).
- 11) Calculations of waste accepted per year (from item #16).
- 12) Location restrictions (if necessary, from items #17 and 18).
- 13) List and addresses of adjacent landowners (from item #19).
- 14) Appropriate signatures (from items #22 and 23).

Signature of Applicant: _____

Date of Application: _____

*This checklist must be included with the license application

CLASS II TRANSFER STATION

1. Name of proposed facility:

Mailing address of proposed facility

Facility telephone:

2. Name of applicant:

Mailing address of applicant:

Applicant's telephone:

3. Legal description of proposed location:

General description of facility location:

4. Are you the owner of the property? Yes () No () If not, give the name and address of lessor who holds title to the property and attach a copy of the signed lease or rental agreement.

Name:

Address:

5. Please include the following with this application:

☞ Map of the proposed location of facility in relation to local population center or county. Indicate adjacent residences and access roadways.

☞ Plan of proposed facility showing:

a) Fencing.

b) Access control.

c) Surface water run-off/on controls.

d) Location of building(s).

e) Location of on-site roadways.

f) Location of any surface water or leachate containment structures.

6. Total acreage to be licensed:

Will open burning occur on-site? Yes () No () Total acreage of burn site: _____

☞ If "yes", please complete the Class III landfill-burn site application and submit with this document as a combined license application.

7. Are access roads and bridges capable of supporting loaded vehicles during all types of weather?
Yes () No ()

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8. Attach a drainage control plan with a map showing control measures designed to prevent surface water run-on/run-off from entering or leaving waste management areas.
9. On a map, show the locations of all surface water resources on-site or within two miles of the facility boundary.

☞ What is the distance between the proposed site and any surface water bodies?

☞ Is the site within a 100-year flood plain?

10. Attach a brief discussion on the hydrogeological and soil conditions of the site. Address the following questions and include supporting documents:

a) What is the depth to ground water?

Attach copies of existing well logs, local hydrogeological reports, or other material used to answer this question.

b) What is the distance between proposed system and public or private domestic water supplies?

Discuss and show on a map any other water wells in the area of the proposed facility, such as monitoring wells, irrigation wells, or supply wells (livestock).

c) Attach a map showing any springs within one-mile of the site.

11. Include an operation and maintenance plan for the proposed facility that discusses the following:

a) Days and hours site will be open.	g) How traffic will be directed and controlled.
b) Number of workers on-site.	h) General description of waste management system.
c) Description of workers' duties.	i) Maintenance schedule for handling of wastes.
d) Types of waste to be accepted.	j) Litter control.
e) Rodent and insect control.	k) How often waste will be removed (weekly min.).
f) Description of equipment to be used.	l) Will HW/PCB waste screening occur on-site.
12. If salvaging, reuse, or recycling will be part of the operation and maintenance plan, please submit a plan discussing the types of material to be collected, where it will be stored, how often the material will be removed from site (recommended at least once a year), where the material will be hauled to.
13. If composting will be part of the operation and maintenance plan, fill out the yard waste registration form and submit it along with this application. Co-composting operations may need to be licensed separately. If materials other than yard waste are involved, please contact the Department.

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14. Please attach a location map showing all the proposed structures and areas for unloading, loading, baling, compacting, and storage for solid waste, and areas for burning, composting, and recycling, if applicable. Including dimensions, elevations, and floor plans for these structures and areas, including the general process flow.

☞ Prior to construction, all designs have to be reviewed and approved by the Montana Building Codes Bureau (P.O. Box 200517, Helena, MT 59620).

15. Include the design details and specifications of the facility's drainage, septic, and water supply systems.

16. Estimate tonnage or cubic yards of waste to be collected at this facility per year.

☞ Include the calculations used to determine this figure.

17. If the facility is within 10,000 feet of any airport runway used by turbojet aircraft or within 5,000 feet of any airport runway used by only piston-type aircraft, has the Federal Aviation Administration and airport been notified in writing and a copy of the letter placed in the operating record?_

18. If the facility is located within a five mile radius of any airport runway end used by turbojet or piston-type aircraft, has the Federal Aviation Administration and airport been notified in writing and a copy of the letter placed in the operating record?_

19. Include a description of adjacent land use **and** a list of names and addresses of all adjacent landowners to the proposed facility.

20. What is the proposed opening date for this facility?

21. Will underground or above ground tanks/lines be located at the site? Yes () No ()

☞ If "yes" what is your facility ID number?

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22. To be signed by appropriate local government official having knowledge of local zoning ordinances:

I hereby certify that the site of the planned solid waste management system is in accordance with local governmental zoning and ordinances.

Signature: _____ Title: _____

Printed name: _____ Representing: _____

Date: _____

23. To be signed by applicant:

I am the party responsible for operation of this proposed facility. I certify that the above-described solid waste management system will be constructed and operated in accordance with Sections 75-10-201 through 75-10-233, Montana Code Annotated (MCA), the rules adopted pursuant thereto, and in accordance with conditions which have or may be imposed in the license.

Signature: _____ Title: _____

Printed name: _____ Representing: _____

Date: _____